



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

Honorable Sean E. Ward, *Chairman, County Legislature*

June 27, 2016 CAB MEETING MINUTES

Board Members Present	Philip Calderone, County Executive		
	Bruce Hidley, County Clerk		
	Sean Ward, Legislative Chairman		
Department Representatives	Tim Murphy, Sewer District	Marty McClune, DGS	Andrew Brisport, DIS
	Tracy Mance, Sheriff's Dept.	Karen Storm, Purchasing	Shawn Thelen, NH
	Rachel Bledi, Board of Elections	Dave Latina, DGS	Shanna Witherspoon, DMB
	Matt Clyne, Board of Elections	Chris Quinn, CEO	David Reilly, DMB
	Bob Belber, Civic Center (TUC)	George Penn, CEO	Sarah Cantwell, DMB
	Marthanne Gersham, Civic Center (TUC)	Scott Siegel, CEO	
	Dave Latina, DGS		
3:05pm Mr. Hidley meeting is called to order.			
Other Business: The Board will review the minutes from the noted CAB meetings: May - Ward / Hidley / Calderone			
Mr. Hidley brings the minutes to a vote. Mr. Ward motions to approve the minutes. Mr. Calderone seconds the motion. The minutes are approved.			
3:06pm - Mr. Hidley calls for a vote to go into Executive session. Mr. Calderone motions for the vote, Mr. Ward seconds the motion the board goes into Executive session.			
3:15pm - Mr. Hidley calls the meeting back to order to complete the agenda.			

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
3054	New	A1420 - Law (County Attorney)	Confidential Settlement	settlement of litigation	one time payment	\$45,000.00
Mr. Hidley notes this contract was discussed in Executive Session. He asks for a motion to take this and the other contract discussed in executive session together. Mr. Ward motions and Mr. Calderone seconds the motion. The contracts will be considered together.						
Mr. Hidley now asks for a motion to approve contracts 3054 & 3053. Mr. Calderone motions to approve the contracts, Mr. Ward seconds the motion. The contracts are unanimously approved.						
3053	New	A1420 - Law (County Attorney)	Confidential Settlement	settlement of litigation	one time payment	\$75,000.00
See contract 3054 above.						
3026	Renewal	A3189 - STOP- DWI	Bethlehem Police Department	Per the terms and agreements in the approved 2016 STOP-DWI Plan	1 year	\$23,500.00
Mr. Hidley calls for a motion for the board to consider this contract with contracts 3022, 3020, 3017, 3016, 3015 & 3014. Mr. Ward motions to consider the contracts together, Mr. Calderone seconds the motion. The contracts will be considered together.						
Mr. Hidley reviews the contracts scopes and opens the discussion for comments or questions. Ms. Mance states this is money from NYS fines on DWI arrests. Mr. Ward motions to approve the contracts, Mr. Calderone seconds the motion. The contracts are unanimously approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
3022	Renewal	A3189 - STOP-DWI	Guilderland Police Department	Per the terms and agreements of the approved 2016 STOP-DWI Plan	1 year	\$22,000.00
See contract 3026 above.						
3020	Renewal	A3189 - STOP-DWI	Colonie Police Department	Per the terms and agreements in the approved 2016 STOP-DWI Plan	1 year	\$40,000.00
See contract 3026 above.						
3017	Renewal	A3189 - STOP-DWI	Albany Police Department	Per the terms and agreements outlined in the approved 2016 STOP-DWI Plan	1 year	\$30,000.00
See contract 3026 above.						
3016	Renewal	A3189 - STOP-DWI	Honor Court	Per the terms and agreements of the approved 2016 STOP-DWI Plan	1 year	\$22,000.00
See contract 3026 above.						
3015	Renewal	A3189 - STOP-DWI	Albany County Probation	Per the terms and conditions outlined in the approved 2016 STOP-DWI Plan.	1 year	\$64,000.00
See contract 3026 above.						
3014	Renewal	A3189 - STOP-DWI	Albany County District Attorney's Office	Per the terms and conditions of the approved 2016 STOP-DWI Plan	1 year	\$72,000.00
See contract 3026 above.						
3032	New	A1450 - Board of Elections	Phoenix Graphics, Inc.	Printing of Absentee ballots, Special Federal Ballots, Special Presidential Ballots, and affidavit ballots for the 2016 September Primary and November General Election. Sole Source. Not to exceed \$99,999.00.	2016 September Primary and November General Election	\$99,990.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Bledi notes this is a sole source contract with the current vendor. This is for printing absentee ballots, which they are moving towards printing them in-house. This might be the last contract. Mr. Calderone motions to approve contract, Mr. Ward seconds the motion. The contract is unanimously approved.						
3011	New	A1450 - Board of Elections	Vincy's Printing	Purchase of ballot stock paper on an as needed basis for the 2016 September Primary & November General Election, and any special elections within the one year term.	7/1/2016-6/30/2017	\$99,995.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Clyne notes this is a continuation of an existing contract on an as needed basis. This is for a one year period with the potential for adding three more years. He adds they are satisfied with the quality of the paper. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
3028	New	G8120 - Sanitary Sewers	Incinerator RX	Incinerator RX will work with the District to optimize operating conditions on the sewage sludge incinerators during stack testing at the North and South plant facilities	8 months	\$29,120.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Murphy explains this is mandatory emissions testing. They can wave the testing every other year, which will save \$100,000.00. Mr. Ward motions to approved contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						
3039	Renewal	A1345 - Central Purchasing	WB Mason	Renewal for Office Supplies. Previous approved contract#2433. Purchase of Office Supplies by all County Agencies.	7/1/2016 - 6/30/2017	\$65,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Storm notes this is first year renewal of a cooperative bid with the Town of Colonie. Mr. Calderone motions to approve the contract, Mr. Ward seconds the motion. The contract is unanimously approved.						
3038	Renewal	A1345 - Central Purchasing	WB Mason,	Renewal from previous contract #2657. Cooperative Bid for Copy paper. Capital Region BOCES is the lead agency.	7/1/2016 - 12/31/2016	\$35,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Storm states this is the first renewal and it is for six months. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						
3012	Amendment	A1620 - Building Services	J Paul Vosburg Architects, Inc. P. C.	New/Re-design for the Q-less System for DSS - preparation and development of construction documents in regards to the furniture plan.	7 months	\$27,840.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. This is an amendment to the redesign of the first floor at DSS. The redesign is a result of changing personnel. Mr. Hidley asks if the seven months has a specific end date. Mr. Latina replies they should be done in two months. He adds that the new deputies requested the additional change. Mr. Calderone motions to approve the contract, Mr. Ward seconds the motion. The contract is unanimously approved.						
3058	New	A1340 - Management and Budget	Alvey and DiMura, Inc.	To provide professional real estate appraisal services for the County of Albany.	1 year	\$75,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. McLaughlin notes the Acting Commissioner of DMB asked him to speak today. This is due to an increased need for appraisals for land going to the Land Bank. There are more appraisals being done since we are no longer auctioning off properties. Mr. Hidley states they have done a good job with survey ratings. Mr. Ward asks how many will be done and is it a do not exceed amount. Mr. McLaughlin states it is a do not exceed amount and last year there were 3 or 4 done. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
3062	Renewal	A7128 - Civic Center	Walsh Duffield Companies, Inc.	The Insurance Broker - Walsh Insurance Group, which works on behalf of SMG and Albany County to obtain the best insurance coverage with the lowest premium, has reviewed the quotes submitted by multiple insurance carriers for property insurance and based upon both price and coverage has recommended that we select Liberty Mutual Group, who came in with the lowest bid. Liberty Mutual currently holds the contract and provides the insurance coverage. This coverage includes fire and terrorism insurance.	1 year	\$71,443.00
<p>Mr. Hidley notes this contract is a late addition to today's agenda; he then reviews the contract scope and opens the discussion for comments or questions. Mr. Belber explains in the last term they had excluded terrorism and are now including it in the coverage. This addition is based on a request from their company. Mr. Hidley asks if there have been any claims. Mr. Belber answers no claims in last twelve months, but they have had claims in the past for flood, and they covered the damage and loss of business. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.</p>						
<p>3:31pm Mr. Hidley concludes the meeting.</p>						